The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

AID PROJECT MANAGEMENT SPECIALIST
(REGIONAL DEVELOPMENT ASSISTANCE SPECIALIST – Basra Province)

SOLICITATION No.   **12-019**

OPENING DATE: **May 20, 2012**

CLOSING DATE: **June 10, 2012**

MARKET VALUE: **FSN-10 (USD 36,072 – USD 54,108, basic salary p.a.)**

POSITION GRADE: Full performance grade level for this position is: FSN-10. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION

The Regional Development Assistance Specialist (R-DAS) serves under the direct supervision of the Senior Regional Representative (SRR). The R-DAS is an integral member of the regional presence team, provides advice to the SRR, and as appropriate, to Mission Management, technical offices, implementing partners, GOI, and other donors on matters related to his/her area of technical expertise, geographic area of responsibility, and on aspects related to the expedient manner of conducting development activity in Iraqi society and culture.

Based on the technical nature of the responsibilities of his/her specific position portfolio, the R-DAS will receive overall technical guidance from the appropriate USAID technical office as well as the SRR. S/he will serve a crucial role in assisting the SRR in strategic monitoring of USAID Mission-wide development activities in the area covered by the Consulate; liaise with partners, stakeholders and donors; and identify issues affecting USAID program performance. S/he will be required to coordinate and attend meetings; organize and host workshops and conferences; organize and participate in field visits; prepare visitor access forms for travel requests, accommodations, and gate passes; translate news articles and other documents, interpret as necessary during meetings, and participate in project monitoring and evaluation activities as needed. S/he will also be expected to articulate orally and in writing in English and Arabic on the status of USAID activities in the provinces covered by the Consulate.

The R-DAS is a critical link for requests for information received from the SRR, Mission Management, technical offices, and implementing partners, and ensures that requests are appropriately followed-up and executed in a timely manner. S/he maintains up-to-date knowledge of the programs, working environments, and political, ethnic, religious and security situations in the provinces that fall in his/her programmatic and geographic areas. The R-DAS is required to multi-task on a regular basis. Regular movement throughout the area of responsibility is required to meet with and monitor USAID implementing partner activity as requested, and to engage Iraqi and international partners and stakeholders. Workshop and conferences in support of USAID development activities should enhance collaboration and synergies with all development partners.

The R-DAS is a member of the USAID Iraq Regional Presence team, and reports directly to the Basra SRR based at the U.S. Consulate General in Basra. Regional work coverage for this position will include Basra, Muthanna, Maysan and Dhi Qar. Periodic travel to the USAID Mission in Bagdad for meetings and trainings will be required; travel to other locations south of Baghdad may be requested.

DUTIES AND RESPONSIBILITIES

A. Program Development and Implementation
- Provides a variety of technical and programmatic information to the SRR, Mission Management, and technical offices.
- Remains current on the status of provincial, political, economic and ethnic/religious development and events for the area covered by the RPO.
- As requested, works with the Mission to identify and resolve field implementation challenges, and provides follow-up information as requested to ensure that issues have been resolved; and communicates with USAID technical office staff to ensure the delivery of program elements under their management.
- Remains current on USAID implementing partner work in his/her area of technical expertise and/or geographic area.
- Supports technical assessments and analyses, including sector and regional assessments, and provides input for the drafting of plans, reports, and briefing papers.

B. Partner Communication and Liaison
- Serves as a key point of contact and liaison for the USAID Iraq RPO with the Government of Iraq (GOI), non-governmental organizations (NGOs), Inter-Agency partners, USAID colleagues, and stakeholders. The R-DAS is able to communicate orally and writing in Arabic, English and any other significant national language important to effective work in the area.
- Provides expert quality translation and interpretation capability for the RPO.
- Assists with and facilitates visiting delegations and field visits.
- Builds and maintains a productive working relationship with USAID Mission Management and technical offices, Inter-Agency and USAID colleagues, GOI partners, and program stakeholders.
- Organizes and facilitates donor events and field trips in support of USAID activities.

C. Monitoring, Evaluation and Reporting
The R-DAS may assume a role in the strategic monitoring and evaluation of USAID activities in his/her technical and/or geographic area of responsibility:
- Advises USAID SRR, Mission Management, and technical offices on program performance. As requested, assesses impact, and reports on the progress of USAID activities.
- As requested:
    - Advises efficient and safe methods for monitoring USAID activities, and ensures that data collected thereof is verifiable and accurate, and that USAID supported activities in his/her area are appropriately documented, and maintains detailed records and files on program information.
    - Ensures that USAID indicators for activities in his/her area are tracked accurately, and that monitoring data is provided to technical offices for reporting purposes, and to revise strategy.
    - Maintains database, for his/her programs and area including fact sheets, data on project/program implementation, success stories, case studies of effective and failed interventions, and other information as assigned by the SRR.
    - Maintains report tracking system for implementing partner reports and assessments.
- Remains current on implementing partner progress for his/her program and/or area.
- Maintains information on Inter-Agency activity, both DOS and DOD in his/her area, including but not

limited to: briefing materials, assessments and audits, data on project/program implementation, and other information as requested by the SRR.
- Prepares timely reports (weekly and quarterly), briefing materials, and other inputs as required by the SRR and or Mission.

D. Additional Activity Support to RPO

Under the direction of the SRR, the R-DAS provides support to the RPO as requested. The R-DAS will be expected to broaden his/her knowledge of other programs and geographic areas in the region served by the RPO.
- Support cross-cutting themes and Inter-Agency collaboration.
- Serve as team member on selected assessment and design teams which impact the RPO, and the USAID Mission as a whole.
- Contribute to semi-annual and annual performance reviews.
- Provide assistance and support to other USAID programs outside his/her area when work loads are extreme, and when other RPO staff are on leave.

REQUIRED QUALIFICATIONS

a. Education(10): Bachelor's degree or other equivalent degree from an accredited university (i.e. Iraqi, American or other equivalent accredited university) in Public Administration, Economics, Environment, Natural Resources, Agriculture, Political Science, International Development, Business Administration, Education, Health, Finance, Engineering, Public Policy or Law is required. A graduate degree or other equivalent graduate degree in one of the above sectors is preferred.

b. Prior Work Experience (25): Five to seven years of increasingly responsible experience in management of international development programs, at least three of which should involve experience performing relevant functions in international or other donor organizations performing similar functions. Experience with economic and social post-conflict programs is desirable.

c. Language Proficiency (20): Comprehensive written and oral English (Level IV fluency), and Arabic language skills are required. Ability to write complex reports and correspondence in both languages, and facilitate communication between Arabic and English speakers in meetings and field trips. Fluency in Kurdish is required for the candidate selected to work in KRG.

d. Knowledge (20): The Specialist must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. A current knowledge of political and economic conditions in Iraq is essential.

e. Abilities and Skills (25): The Specialist should have a demonstrated ability to assume management and leadership roles. The Specialist must be resourceful, have good judgment, and have the ability to work with persons from many backgrounds. Travel to all project sites in the area of job placement will be required and will be a performance evaluation criteria. Applicants are advised to specify in their cover letters and/or applications which provinces he/she refuses to work. The work also requires a user-level ability to work with computers and common software programs used within USAID.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

1- Most current Curriculum vitae or resume;
2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov